

INVITATION TO BID

Commodity Processing

The Board of Commissioners for the _____ School Corporation (Hereinafter referred to as LEA) hereby invites submission of bids for _____. The period of service shall be _____ 20__ to _____ 20__. The bidder must attach a signed and notarized non-collusion affidavit, State Form 95, to each original bid packet. Bids may be submitted to the School Corporation Administrative office, _____ until _____ am/pm (local time), _____ 20__. All bids submitted after this time will be returned unopened to the bidder.

Specifications for this solicitation are available upon request by calling the Food Service Director/Manager at _____.

All bids submitted must be sealed and properly labeled with the bidder's corporate name, current address, contact person, and commodity product (beef, chicken, pork, etc.). Bids cannot be altered after submission to the LEA. Any question regarding the bid shall be submitted in writing to the LEA, attention of the Food Service Director/Manager, no more than seven calendar days prior to the bid opening (or specified date and time). All bids received will be opened and read aloud at the time stated above. Bidder representatives are welcome to attend the bid opening. Samples may be requested at the time of bid opening. All samples must be the same as the actual end product under solicitation. Samples will not be returned to the bidder.

All prices shall be firm for the contracted period of service. All products delivered shall be those listed in the bid. Alternate products must be of the same quality and approved by the LEA before delivery.

The Board of Commissioners and the School Corporation has the right to reject any bid in whole or part. The bid will be awarded to the most responsive, and responsible company with the lowest price that meets specifications including products that pass a taste test. If the desired end product(s) has/have not been part of a previous taste test, then samples will be requested. (Any other award criteria shall be outlined in the special instructions)

The successful bidder will enter into a contract with the LEA.

Optional clause if a bid bond is required by the LEA:

All bids submitted must include a bond or cashier check for 5% of the total amount of the bid. Any bid that does not have this included will be deemed unresponsive and not considered for a contract.

Additional Instructions are attached: